



Celebrating over 50 years of Quality Living

COMMITTEE OF MANAGEMENT

MINUTES

The regular meeting of the Committee of Management of Fairhaven was held on March 9, 2011 at 1:00 p.m. in the Boardroom at Fairhaven.

ATTENDANCE

Members

Douglas Percy*	County Councillor	Present
Janet Clarkson	County Councillor	Present
Lesley Parnell	City Councillor	Present
Len Vass	City Councillor	Regrets
Kevin Derry**	Community Representative	Present
Ken Jackman	Community Representative	Present

Staff

Joy L. Husak	Executive Director	Present
Eric Lodgins	Director of Corporate Services	Present
Doug Frost	Accountant	Present until 1:10 p.m.
Kerri Wellstood	Finance Manager	Present until 1:10 p.m.
Jennifer Baro	Management Support Coordinator	Present

Guests Speaker

* Chair

** Vice Chair

1.0 Approval of Agenda

Additions to the agenda:

- 10.4 Update of Outbreak
- 10.5 Quality Assurance Audits by Pharmacy
- 10.6 Storm Water Management
- 10.7 Application –RNAO Best Practice
- 10.8 New One Time Funding MOHLTC
- 10.9 Foundation Update

The Chair called the meeting to order at 1:00 pm.

Moved by K. Derry, seconded by L. Parnell that,

“The Agenda of March 9, 2011 BE APPROVED with amendments.”

Carried

2.0 Approval of Minutes of February 9, 2010

Moved by J. Clarkson, seconded by K. Derry that,

“The Minutes of February 9, 2011 BE APPROVED.”

Carried

3.0 Executive Director Report

Moved by K. Derry, seconded by L. Parnell that,

“Report # 2011 ED Report 05 Executive Director Report BE RECEIVED”

Carried

4.0 Financial Report

Report 2011 FIN 03 Un-Audited Financial Report for 2010.

Moved by J. Clarkson, seconded by L. Parnell that,

“Report # 2011 FIN 03 Un-Audited Financial Report 2010 BE APPROVED”

Carried

5.0 Director of Corporate Services Report

Report 2011-DOCS 02 Director of Corporate Services

Moved by K. Jackman, seconded by J. Clarkson that,

“Report # 2011 DOCS 02 Director of Corporate Services BE RECEIVED”

Carried

6.0 Services Reports

6.1 Report 2011 DOC 03 Clinical Services

6.2 Report 2011 HR 03 Human Resources Report

7.0 Quality Reports

7.1 Residents Stats

Moved by K. Jackman, seconded by K. Derry that,

“Report # 2011 DOC 03 Report on Clinical Services, Report # 2011 HR 03 Report on Human Resources, and ED 06 Residents Stats BE RECEIVED”

Carried

8.0 Governance

8.1 By-Laws for Committee of Management

Move by K. Jackman, seconded by K. Derry that,

“By-Laws for the Committee of Management & Committee of Management Appointees BE APPROVED.”

Carried

8.2 2011 Ministry of Labour Report & Action Plan

Occupational Health & Safety Specialist and Worker Representative developed an action plan to review the Policy and Procedure for Safe Resident Handling and training of staff on safe resident handling. The policy was updated and the action plan sent to the Ministry of Labour.

9.0 Member Reports on Community Issues Related to Fairhaven

J. Clarkson attended an event with MPP Donna Cansfield and Honorable Rick Bartolucci both Ministers of Municipal Affairs and Housing, commented to J. Clarkson they would love to visit and tour Fairhaven in the neat future.

10.0 New Business-Items for Information

10.1 CE LHIN Clinical Services Plan II

10.2 LTC Home Quality Inspection Program

10.3 Thank-You Letter

10.4 Update on Outbreak

10.5 Quality Assurance Audits by Pharmacy

Medial Pharmacy performs monthly audits and has seen a decrease in our stats. They are using Fairhaven as an example to other homes on how to improve and enhance changes effectively in a very short time span.

10.6 Storm Water Management

The entrance off Dutton Road coming into Fairhaven has developed into a drainage problem. The water run off causes very treacherous conditions and has resulted in large potholes.

Kawartha Capital's recommendation is to put on a catch basin on our property that would connect to our storm basin.

Move by K. Jackman, seconded by K. Derry that,

"Motion to further research the storm water system and to consult the city to further our investigation into this matter."

Carried

10.7 Application Letter of Support for Host Agency for RNAO Best Practice Coordinator

Fairhaven is putting in an application to be the host agency for the CE LHIN RNAO coordinator. This would benefit Fairhaven by providing additional training for staff. A letter will be sent to CE LHIN from the Committee of Management and Executive Director to support us in this application.

10.8 New Funding from MOHLTC

The MOHLTC announced one-time funding to support the purchases of new equipment that will help in the fall prevention, safety and restraint reduction for residents. There is criteria that must be followed including meeting the deadline date of March 31, 2011.

10.9 Foundation

The Foundation allocated 56,000 to Fairhaven for Home Beatification projects to continue providing quality of life for residents and maintaining safe environment. Allocation to the present time include: blind replacement, china, door sweeps, with additional funds to be used for gardening, and building a sun shelter for the Riverside garden.

11.0 Adjournment

Moved by L. Parnell, seconded by K. Derry that,

“There being no further business, the meeting BE ADJOURNED at 3:00 p.m.”

Carried

Next Meeting:

The next meeting of the Fairhaven Committee of Management is **Wednesday April 13, 2011** in the Boardroom at **1:00 p.m.**



Chairperson
Committee of Management



Executive Director

Approved as Presented

Approved with Corrections

c.
Deputy City Clerk and Mayor via email to be posted on the City's corporate network

Warden J. Murray Jones
Gary King, CA